

13.11. Custom fields

You can create custom fields that appear in different areas in mSupply. These allow you to record additional information and customise mSupply for your needs.

You can create custom fields in the following areas:

- Customer invoice
- Supplier invoice
- Store
- Requisition
- Item
- Item category
- Quote line
- Name (of customers, suppliers, prescribers etc.)
- User



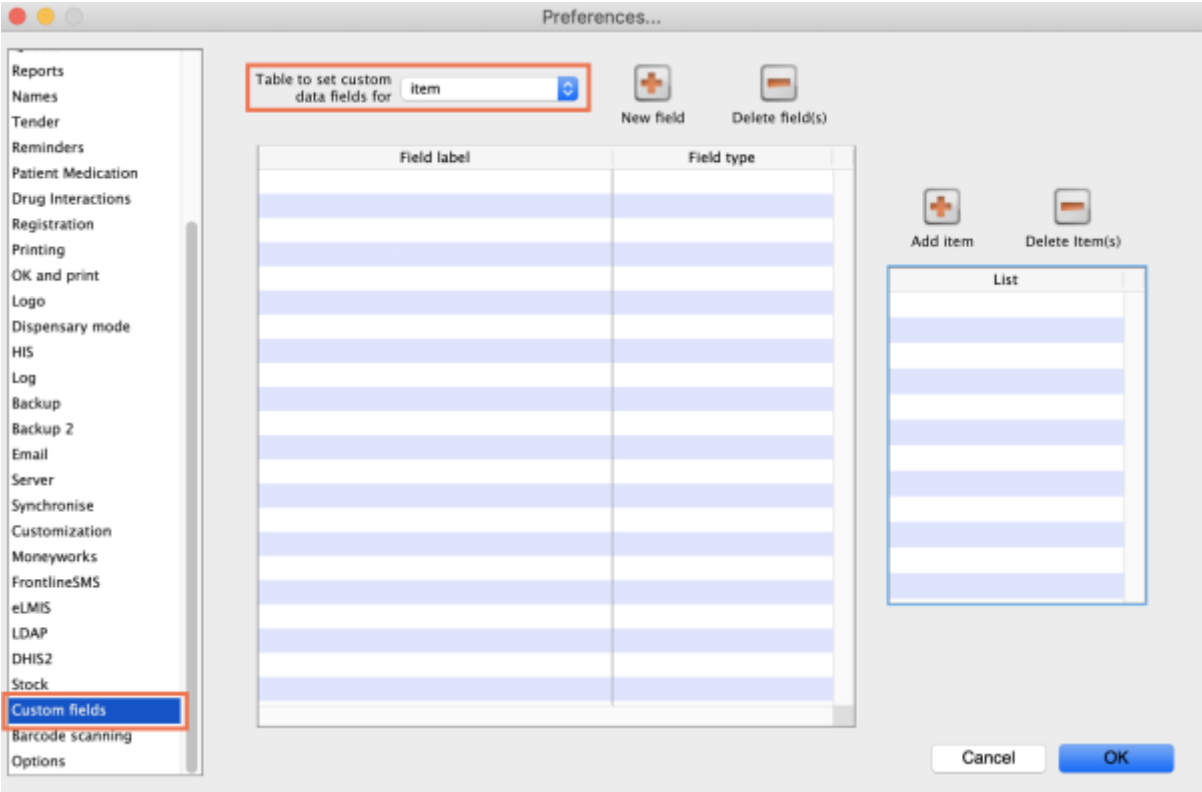
Only edit custom fields if you are confident with the information in this page and fully understand the content. Otherwise you could cause some things to stop working in your copy of mSupply! This is true for all settings, but please be especially careful with custom fields.

Creating custom fields

1. Navigate to the **Admin** tab and click the **Preferences** button.



2. Select **Custom Fields** from the list on the left.
3. Select the area requiring custom fields from the **Table to set custom data fields for** dropdown list.

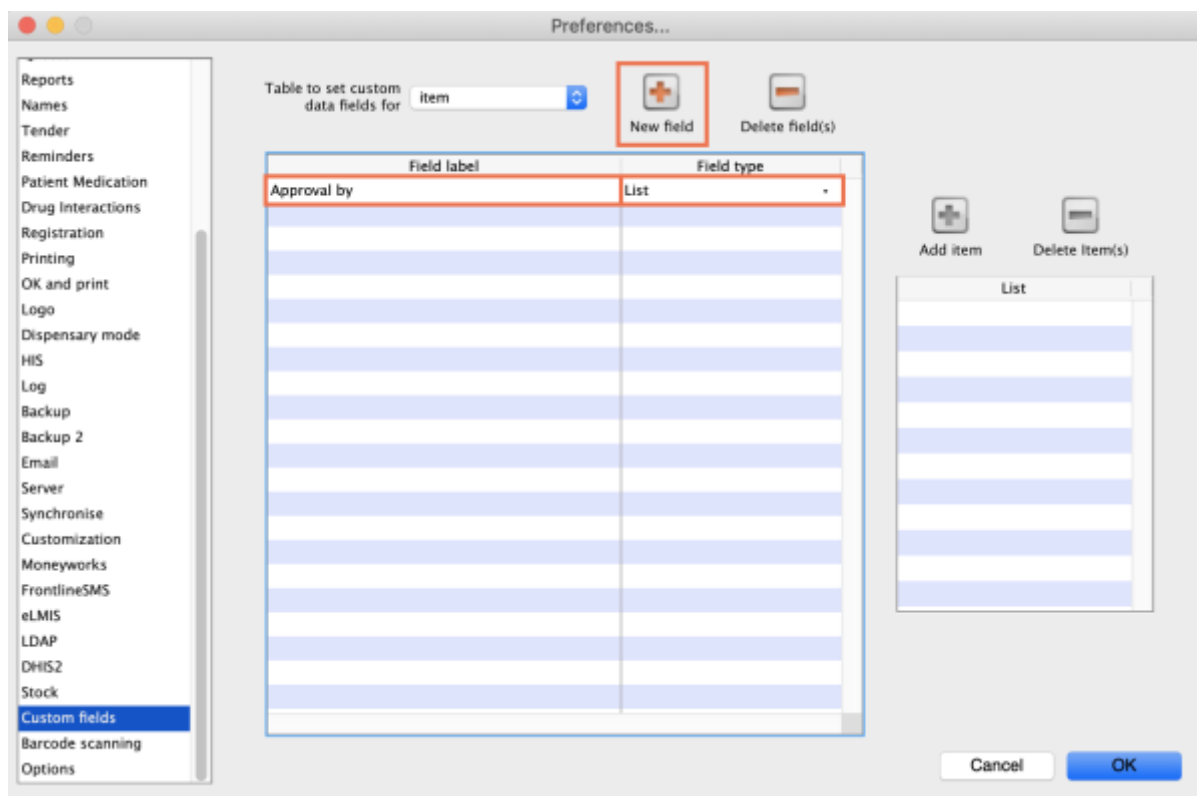


4. Click the **New Field** button.

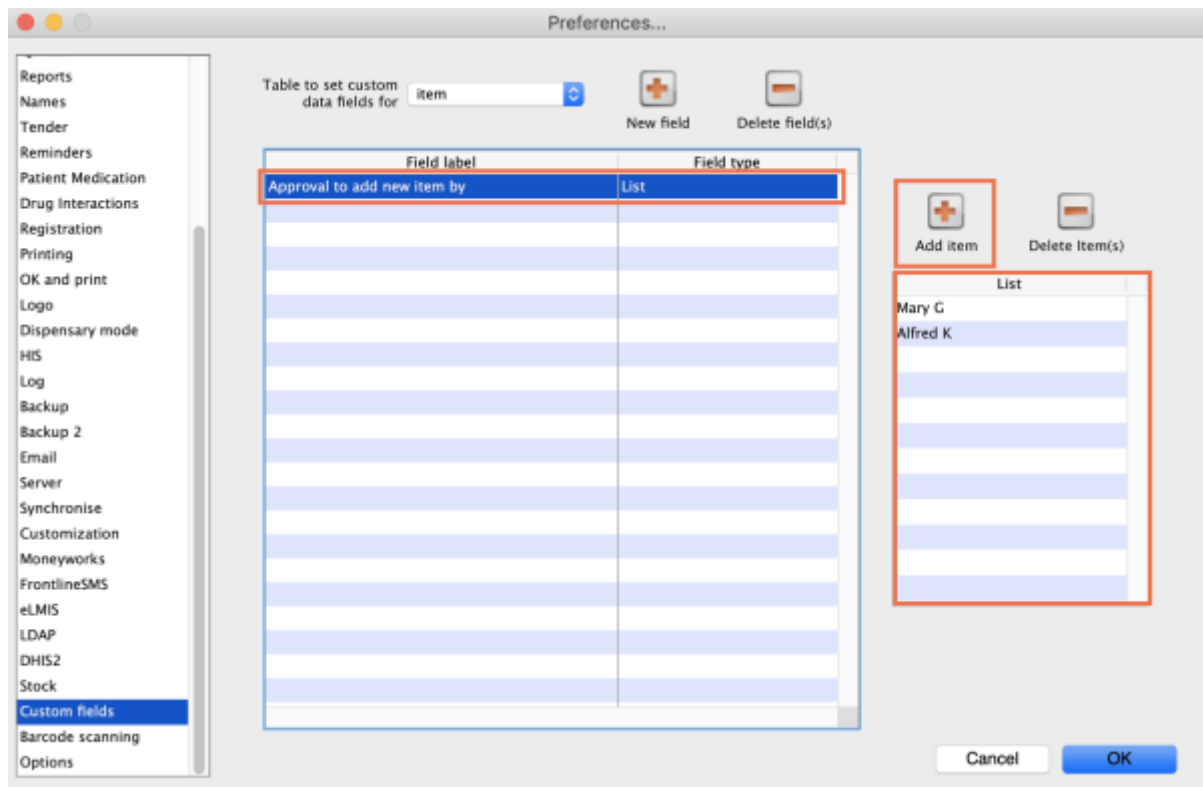
5. Click on the new line in the **Field Label** column to change the name of the custom field.

6. Click the small arrow in the **Field Type** column and choose from the drop-down list. The options for your new field are:

- **Text:** User can type free text.
- **Number:** User can only type a number.
- **Boolean:** User can tick a checkbox.
- **Date:** User can only enter a date.
- **List:** User can only select an option from a list.



6. If you choose a **List** field type, highlight the line and click **Add Item** to enter the options that will appear in the list. To delete an option, select it in the list and click **Delete Item(s)**.



7. Click **OK**.

If you want to delete a custom field, highlight the line and click **Delete field(s)**.

Using custom fields

This section shows how custom fields appear after they are created.

Customer invoices

When creating a **customer invoice**:

Click the **Custom Data** tab.

In this example, we added two custom fields: a **Date** and a **List** field type.

Customer Invoice

Name: Merlo Health Centre

Their ref: 8459 MER

Comment:

Confirm date: 00/00/00

Category: None

Colour: Black

Invoice: 0

Entry date: 24/10/19

Goods received ID: 0

Status: nw

Entered by: user 1 (pass= user1)

Store: General Warehouse

General Summary by Item Summary by Batch Transport details Log Custom data

Delivery organised for: 21/11/19

Delivery method: Truck

Field Type = Date

Field Type = List

OK & Next Delete OK

Supplier invoices

When creating a supplier invoice:

Click the **Custom Data** tab.

In this example, we added two custom fields: a **Boolean** and a **Text** field type.

Supplier Invoice

Name: Pulo World Medicine Suppliers

Their ref: 4563

Comment:

Confirm date: 00/00/00

Category: None

Colour: Black

Invoice number: 0

Entry date: 24/10/2019

Status: new

Goods received ID: 0

Purchase Order ID: 0

Requisition ID: 0

Entered by: user 1 (pass= user1)

Store: General Warehouse

General Summary by Item Summary by Batch Price Log **Custom data**

☒ Payment made **Field Type = Boolean**

Reason if not yet paid **Field Type = Text**

☐ Hold ☐ Finalise

Export batch: 0

Margin: 0.00

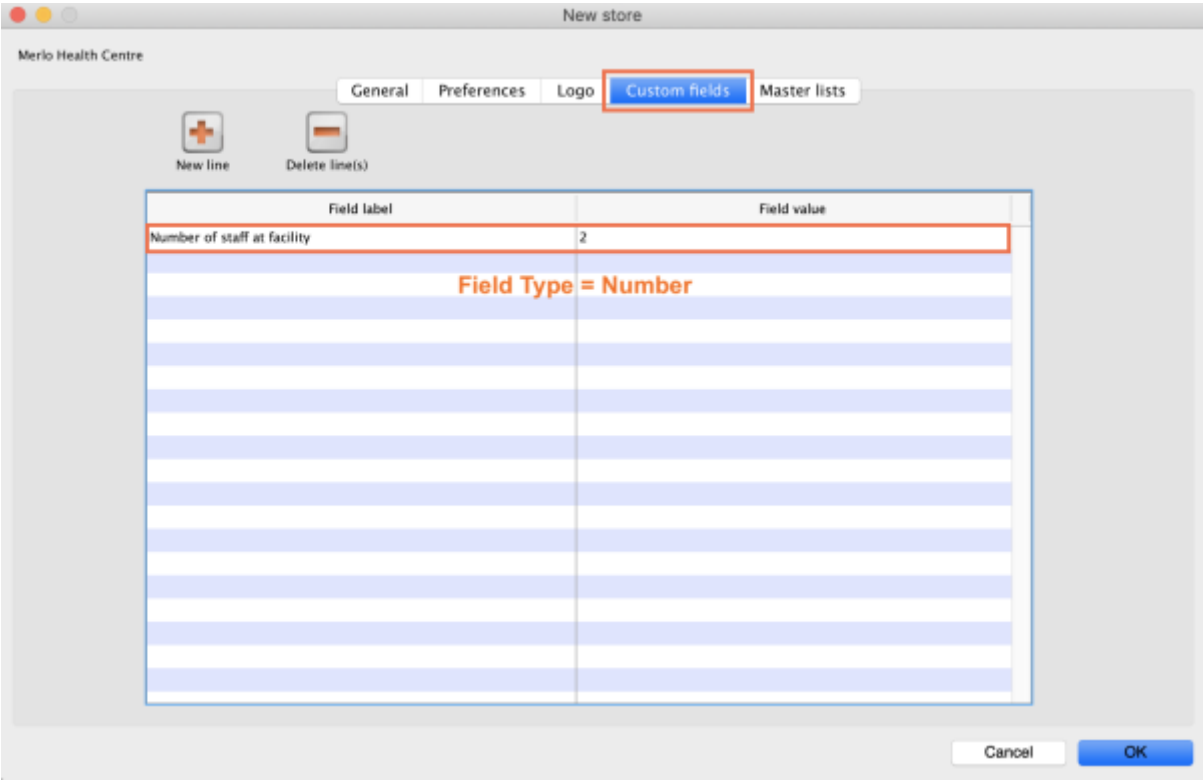
OK & Next Delete OK

Stores

When creating a store:

Click the **Custom Fields** tab.

In this example, we added one custom field: a **Number** field type.



Previous: [13.10. Options \(standard reasons\)](#) | | Next: [14. Data Import and Export](#)

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